

(ii) An Officer belonging to other Backward Classes, Shall be nominated by the Chairperson, if the Chairperson does not belong to Others Backward Classes. If the Chairperson belongs to other Backward Classes, an Officer other than other Backward Classes or Scheduled Castes or Scheduled Tribes shall be nominated by the Chairperson.

**(ii) For the post of Havildar Instructor :-**

- (a) Deputy Commandant General, Home Guards ;
  - (b) Staff Officer, Home Guards and Civil Defence ;
  - (c) Divisional Commandant, Home Guards
- (to be nominated by the Commandant General)

Chairperson  
Member  
Member

(i) An Officer belonging to the Scheduled Castes or Scheduled Tribes, nominated by the Chairperson if the Chairperson does not belong to Scheduled Castes or Scheduled Tribes. If the Chairperson belongs to Scheduled Castes or Scheduled Tribes an Officer other than belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes shall be nominated by the Chairperson.

(ii) An Officer belonging to the Other Backward Classes, Shall be nominated by the the Chairperson, if the Chairperson does not belong to Others Backward Classes. If the Chairperson belong to Other Backward Classes, an Officer other than Other Backward Classes or Scheduled Castes or Scheduled Tribes shall be nominated by the Chairperson.

(2) The Selection Committee shall scrutinize the applications and require the eligible candidates to appear for the competitive examination.

Note:- The syllabus of the competitive examination shall be such as may be prescribed by the Appointing Authority and the following process shall be adopted for direct recruitment:-

(1) For direct recruitment, the Appointing Authority shall publish the application form in not less than two daily newspapers having wide circulation,

(2) For the purpose of direct recruitment, the Appointing Authority shall invite the applications in the form published under sub rule (1) and notify the vacancies :-

(i) By issuing advertisement in daily newspapers having wide circulation;

(ii) By pasting the notice on the notice board of the office or by advertising through radio/television and other employment newspaper;

(iii) by notifying the vacancies to the Employment Exchange.

(3) The application form shall not be published again while notifying the vacancies under sub rule (2).

(4) (i) There shall be a written examination of 100 marks for the selection. The merit list shall be prepared on the basis of the aggregate of the marks obtained in the written examination and other evaluations.

(ii) (a) There shall be an objective type written examination consisting of single question paper which will include General Hindi, General Knowledge and General Studies. While evaluating the question paper one mark shall be awarded for each correct answer and 1/4 negative mark for each incorrect answer.

(b) After the examination is over the candidates shall be allowed to carry back the Question Booklet of the written examination with them.

(c) The Answer Sheet of the written examination shall be in duplicate (including the carbon copy) and the candidates shall be permitted to carry back the duplicate copy with him/her.

(d) After the written examination the Answer Key of the written examination shall be displayed on the Uttarakhand website [WWW.ua.nic.in](http://WWW.ua.nic.in) or published in the daily newspaper having wide circulation.

Provided that the posts for which some physical standards have been prescribed as an essential qualification or as mode of recruitment, the candidate shall be required to undergo



prescribed physical test before the written examination and only those candidates shall be allowed to appear in the test for selection who come up to the minimum standard prescribed for the post.

(5) The merit list (Final Selection List) shall be prepared in order of proficiency as disclosed by the aggregate of the marks obtained in the written examination and other evaluations including the preferential marks. If two or more candidates obtain equal marks in aggregate, the candidates obtaining more marks in the written examination shall be placed higher in the selection list. In case two or more candidates obtained equal marks in the written examination also, the candidates senior in age shall be placed higher in the selection list. The number of names in the list shall be more (but not more than 25 percent) than the number of vacancies.

**Procedure for  
recruitment  
by promotion**

16- (1) Recruitment by promotion shall be made on the basis of seniority subject to rejection of unfit through selection committees comprising the following members :-

**(a) For the post of Administrative Inspector :-**

- |   |             |
|---|-------------|
| (i) Commandant General, Home Guards ;               | Chairperson |
| (ii) Deputy Commandant General, Home Guards ;       | Member      |
| (iii) Staff Officer, Home Guards and Civil Defence. | Member      |

An Officer belonging to the Scheduled Castes or Scheduled Tribes, nominated by the chairperson if the Chairperson does not belong to Scheduled Castes or Scheduled Tribes. If the Chairperson belong to the Scheduled Castes or Scheduled Tribes an Officer other than belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes shall be nominated by the Chairperson.

(b) Promotion to the posts of Platoon Commanders, Block Organisers and Havildar Instructors shall be made on the basis of seniority subject to rejection or unfit by the Selection Committees constituted under rule 15(1)

(2) The Appointing Authority shall prepare an eligibility list of the candidates arranged in order of seniority, and place before the Selection Committee along with their character rolls and such other records pertaining to them, as may be considered necessary.

(3) The Selection Committee shall consider the cases of candidates on the basis of records referred to in sub-rule (2).

(4) The Selection Committee shall prepare a list of selected candidates arranged in the order of seniority and forward the same to the Appointing Authority.

**Combined  
Selection List**

17- If in any year of recruitment appointments are made both by direct recruitment and by promotion, a combined selection list shall be prepared by taking the names of the candidates from the relevant lists in such a manner that the prescribed percentage is maintained, the first name in the list being of the person appointed by promotion.

**Part -VI APPOINTMENT, PROBATION, CONFIRMATION AND SENIORITY**

**Appointment**

18- (1) The Appointing Authority shall make appointments by taking the names of candidates in the order in which they stand in the lists prepared under rule 15, 16 or 17, as the case may be,

(2) Where in any year of recruitment appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with rule 17.

(3) If more than one order of appointment are issued in respect of any one Selection, a combined order shall also be issued, mentioning the names of the persons in the order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they were promoted. If appointments are made both by direct recruitment and by promotion the names shall be placed in the order as specified in rule 17.



(4) The Appointing Authority may make appointments in temporary or officiating capacity also from the lists prepared under sub-rule (1). If no candidate, borne on these lists, is available, he/she may make appointments in such vacancies from persons eligible for appointment under these Rules. Such appointment shall not last for a period exceeding one year or beyond the next selection under these Rules whichever be earlier.

**Probation**

19- (1) A person on appointment to a post in the Service in or against a permanent vacancy shall be placed on probation for a period of two years.

(2) The Appointing Authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date upto which the extension is granted:

Provided that save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstances beyond two years.

(3) If it appears to the Appointing Authority any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his/her opportunities or has otherwise failed to give satisfaction, he/she may be reverted to his substantive post, if any, and if he/she does not hold a lien on any post, his/her services may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.

(5) The Appointing Authority may allow continuous service, rendered in officiating or temporary capacity on a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

**Confirmation**

20- The probationer shall be confirmed in his/her appointment at the end of the period of probation or the extended period of probation, if :

(a) he /she has successfully undergone the prescribed training, if any;

(b) his/her work and conduct are found to be satisfactory; and

(c) his/her integrity is certified;

(d) the Appointing Authority is satisfied that he/she is otherwise fit for confirmation.

**Seniority**

21 (1) The seniority of persons in any category of posts shall be determined in accordance with the Uttarakhand Government Servants seniority rules 2002 from the date of their substantive appointment and if two or more persons are appointed together, by the order in which their names are arranged in the appointment order :

Provided that if the appointment order specifies a particular back date with effect from which a person is substantively appointed that date will be deemed to be the date of order of substantive appointment, and in other cases it will mean the date of issue of the order :

Provided further that if more than one order of appointment are issued in respect of any one selection, the seniority shall be the same as mentioned in the combined order of appointment issued under sub-rule (3) of rule 18.

(2) The inter se seniority of the persons appointed directly on account of any one selection, shall be the same as determined by the Selection Committee :

Provided that a candidate recruited directly may lose his seniority if he fails to join without valid reasons when vacancy is offered to him. The decision of the Appointing Authority as to the validity of reasons shall be final.

(3) The inter se seniority of persons appointed by promotion shall be the same as it was in the cadre from which they were promoted.

(4) Where appointments are made both by promotion and direct recruitment or from more than one source and the respective quota of the respective sources is prescribed the inter se seniority shall be determined by arranging the names in a cyclic order in the combined list,



prepared in accordance with rule 17, in such a manner that the prescribed percentage is maintained :

Provided that -

(i) Where appointments from any source are made in excess of the prescribed quota, the persons appointed in excess of quota shall be pushed down, from seniority, to subsequent year or years in which there are vacancies in accordance with the quota.

(ii) Where appointments from any source fall short of the prescribed quota and appointments against such unfilled vacancies are made in subsequent year or years, the persons so appointed shall not get seniority of any earlier year but shall get the seniority of the year in which their appointments are made, so however, that in the combined list of that year, to be prepared under this Rule, their names shall be placed at the top followed by the names, in the cyclic order, of the other appointees.

(iii) Where, in accordance with the rules or prescribed procedure, the unfilled vacancies from any source could, in the circumstances mentioned in the relevant rule or procedure be filled from other source and appointment in excess of quota are so made, the persons so appointed shall get the seniority of that very year as if they are appointed against the vacancies in accordance with the quota.

#### **PART VII PAY etc.**

**Scale of pay** 22- (1) The scales of pay admissible to persons appointed to the various categories of posts in the Service, whether in a substantive or officiating capacity or as a temporary measure, shall be such as may be determined by the Government from time to time.

(2) The scales of pay at the time of the commencement of these Rules, are as follows :-

<b>Designation of the Posts</b>	<b>Scale of Pay</b>	<b>Grade Pay</b>
(1) Administrative Inspector/ (Company Comander)	9300-34800	4200
(2) Platoon Commander	5200-34800	2800
(3) Block Organiser	5200-20200	2000
(4) Havildar Instructor	5200-20200	1900

**Pay during probation** 23- (1) Notwithstanding any provision in the Fundamental Rules, to the contrary, a person on probation, if he/she is not already in permanent Government Service, shall be allowed his/her first increment in the time scale when he/she has completed one year of satisfactory service, has passed departmental examination and undergone training where prescribed and second increment after two years service when he/she has completed the probationary period and is also confirmed :

Provided that, if the period of probation is extended on account of failure to give satisfaction such extension shall not count for increment unless the Appointing Authority directs otherwise.

(2) The pay during probation of person who was already holding a post under the Government, shall be regulated by the relevant Fundamental Rules :

Provided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the Appointing Authority directs otherwise.

(3) The pay during probation of a person already in permanent Government Service shall be regulated by the relevant rules, applicable generally to Government servants serving in connection with the affairs of the State.

## PART VIII OTHER PROVISIONS

**Canvassing** 24- No recommendations, either written or oral, other than those required under the rules applicable to the post or service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his/her candidature will disqualify him/her for appointment.

**Regulation of other matters** 25- .In regard to the matters not specifically covered by these rules or by special orders, persons appointed to the Service shall be governed by the rules, regulations and orders applicable generally to Government Servants serving in connection with the affairs of the State.

**Relaxation in the conditions of service** 26-.Where the State Government is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the Service causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules, applicable to the case, by order, dispense with or relax the requirements of that Rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Saving.** 27- Nothing in these Rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons belonging to the state of Uttarakhand in accordance with the orders issued by the Government from time to time in this regard.

*Peru*

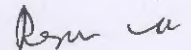
*Principal Secretary, Home*

## APPENDIX 'A'

See Rules 4 (2)

**The Uttarakhand Department of Home Guards Subordinate Service  
Strength of Service**

Sl.No.	Designation of the Post included in the service	No of posts			Appointing Authority
		Permanent	Temporary	Total	
1.	(a) Administrative Inspector	2	-	2	Deputy Commandant General.
	(b) Quarter Master	2	-	2	Deputy Commandant General.
	<b>Total</b>	<b>4</b>	<b>-</b>	<b>4</b>	
2.	(a) Assistant to District Commandant	13	-	13	Deputy Commandant General.
	(b) Platoon Commander	19	-	19	Deputy Commandant General.
	<b>Total</b>	<b>32</b>	<b>-</b>	<b>32</b>	
3.	(a) Block Organiser	13	-	13	Deputy Commandant General.
	(b) Havildar Instructor	38	-	38	Divisional Commandant
	<b>Total</b>	<b>51</b>	<b>-</b>	<b>51</b>	
	<b>Grand Total</b>	<b>87</b>	<b>-</b>	<b>87</b>	



Principal Secretary, Home